

ON-SITE VISIT QUESTIONS AND ANSWERS

Q1. Is the SOS currently scanning day to day? What about documents that come in after this project?

A. No. The custom Visual Basic application, referred to as the Corporations application, used by the SOS does not currently support scanning, but a vendor has already been contracted to update the application. Updating this application is not part of the Imaging RFP. When the application has been modified and tested, the SOS will begin scanning and storing paper documents as part of the day-to-day workflow from that point forward. The SOS anticipates the application updates being completed and in production in the first quarter of 2005. The Imaging RFP is considered a “back file scanning” project to scan and store all paper documents filed prior to the use of the scanning capabilities in the SOS Corporations application.

Q2. Because the data in the SOS database transaction table only contains information for transactions from 1987 to the present and the barcodes will use the transaction table, where will the information be found to create barcodes for transactions prior to 1987?

A. Information for pre-1987 transactions is available in the paper documents. The SOS envisions using this information to create a transaction in the SOS database transaction table, which could then be used to create a barcode for scanning. An alternative approach would be to scan the document and then create the transaction table information, but this approach might not be practical because individual documents within the packet do not necessarily contain the packet number. The packet number is critical for linking the filing to the correct business entity. If barcodes were not used for each individual filing (ie – set of documents relating to a transaction) then a method would need to be found to identify the packet number other than having it read from the source document.

Q3. Is there a logical grouping of documents within the packet?

A. On a day-to-day basis the SOS office pulls certain packets to fulfill requests from customers for copies of the paper files. When this is done, the SOS clerk does “document preparation” work prior to copying the files. This includes removing staples and placing the documents into chronological order by filing dates. In addition, the SOS ceased stapling documents in the past 10 years, so any documents that are filed or re-filed do not contain staples. However, this does not apply to all packets. At this time the SOS cannot make any further claims as to the status of the packets or to the percentage of packets that have been copied and therefore received some “document preparation”.

Q4. Can the transaction number be tied back to the packet?

A. Yes. The transaction number is unique within the SOS database. Each transaction number refers to a particular transaction and each transaction belongs to only one business entity in the SOS database. In turn, each business entity in the SOS database is supported by a single set of paper documents referred to as a “packet”. This packet is the manila file folder or expandable file containing the paper documents for a single entity. The packet number is the unique identifying number that is used throughout the life of the business entity.

Q5. How is a packet number assigned?

A. The packet number has always been used a unique identifier for a business entity. A business entity may change names multiple times, but the packet number can always be used to identify the corporation. The packet numbers are currently assigned by the SOS Corporations application at the time the originating documents are filed with the SOS. The number is created using the year, month, day and a sequence number within the day. Different schemes have been used over the past 120+ years but each has resulted in the assignment of unique numbers.

Q6. What is the difference between a corporation and a business entity?

A. Historically corporations were the most common type of filings in the SOS Corporations office. In the past 30 years a number of different business entity types have been added to Indiana statutes, including Limited Partnerships, Limited Liability Companies and Limited Liability Partnerships. To reflect these changes, the SOS has began to refer to them collectively as “business entities” or “entities”. However, the term “corporation” is often used in the same way, as in “Corporations Division” or “corporation packets”.

Q7. Should every page within transaction be recorded?

A. Yes. In addition, some documents are two-sided.

Q8. Why does the SOS prefer TIFF files?

A. The current SOS Corporations application supports TIFF files. TIFF was originally chosen to be compatible with State of Indiana standards set for IT processing at the time the SOS Corporation application was created.

Q9. How many pages are in a filing? How many pages are in the largest filings?

A. Typical filings are 1-3 pages. It is unusual to find filings over 15 pages. It is unlikely to find filings approaching 100 pages.

Q10. Are vendors required to perform OCR on the documents?

A. No.

Q11. Do documents need to be scanned in color?

A. No.

Q12. Does the SOS expect the scanning process to pick up items such as a notary seal impression.

A. No.

Q13. How many entities exist?

A. There are approximately 275,000 active entities in the SOS database.

Q14. How many packets exist? How many are active versus inactive?

A. There is a packet for each existing entity (approximately 275,000). In addition, there are approximately 180,000 packets representing inactive entities. These inactive packets are mingled with the active packets and will not be scanned. The vendor will be provided information from the SOS database that will allow for the creation of lists of active and inactive packets.

Q14. What is the total number of transactions (filings)?

A. There are approximately 500,000 transactions in the SOS computer database. In addition, there are an estimated 280,000+ filings in the paper files that do not have a corresponding transaction in the database.

Q16. What is the policy for SOS access to the paper files during scanning. Will the vendor need to move all of the files offsite at once.

A. The SOS will allow for offsite or onsite scanning but will need access to individual packets with 24-hour turnaround. If the documents are offsite, the access can be via fax, FTP, email or similar methods. Due to the large volume of paper files and the need for the SOS to access the files, the SOS does not envision the entire set of paper documents being kept offsite during the entire scanning process. The SOS envisions the vendor taking a subset of files offsite during scanning. If the vendor proposes taking all documents at once, this should be clearly indicated in the proposal.

Q17. Can the barcodes be left with the documents after they are scanned?

A. Yes.

Q18. How many requests per year do you get for these documents?

A. Approximately 100,000

Q19. What order should the packets be scanned?

A. Several strategies are possible. Starting with the oldest packets could be advantageous because these corporations have been around the longest and are generally the most frequently requested. Start with most recent packets, which have more uniform pages and less filings, would offer the chance to refine the scanning procedures. Another possibility would be to start at the most

recent for a short period, then move to the earliest. This might provide the best opportunity to test the scanning procedures.

Q20. What is the exact number of documents?

A. The SOS is not able to provide an exact number. The best estimate is 2.5 million to 3.5 million. The SOS expects the vendors to use their expertise to make an estimate.

Q21. What are the budget parameters?

A. \$300,000 to \$400,000 with some flexibility.

Q22. What is the timeline for the project?

A. The SOS is not under any statutory or budget cycle constraints, but for planning purposes has assumed a start date soon after signing the contract with a length of approximately 6 months for the project.

Q23. How should vendors deal with inactive entities?

A. The packets for inactive entities will be “skipped” by the vendor. They can be left on the shelf or placed in separate boxes. The status (active or inactive) of a packet can be determined using data from the SOS computer database.

Q24. Should the price be quoted the same for the scanning and the BER keyin?

A. Since the nature of the two tasks are different, it would be reasonable for the vendor to state them as separate items within the bid.

Q25. What is the audience for these documents?

A. Generally, they are used by banks, law firms and corporations for businesses and legal transactions.

Q26. How many barcodes are needed?

A. The SOS has envisioned a process whereby a barcode would be created for each transaction. Vendors are welcome to provide alternative solutions based on their experience.

Q27. How many terabytes of storage do we have?

A. There is 1.1 terabytes of storage available for the documents.

Q28. How is the SOS computer database accessed for Web pages?

A. Indiana Interactive (IA) is the company that has the contract to run the State of Indiana Web portal known as “Access Indiana”. IA has direct access to the SOS computer database via a fiber-optic network that links the buildings in the state campus.

Q29. Will this be a one-time rollout of documents or will it be gradual?

A. The SOS will work with vendor to decide what would be the best approach.

Q30. What are the business hours of the SOS office?

A. The normal hours are 8:00 AM – 5:30 PM. The SOS would on-site work to be performed during those hours.

Q31. Is parking available for vendor employees?

A. Vendor employees will be issued passes for free parking in the state parking facilities.

Q32. Should the vendor assume the cost of the paper, or can the SOS buy paper at a cheaper cost because of state purchasing volumes.

A. At the least, the SOS can provide the paper at a pass through cost of approximately \$3.00 per ream.

Q33. Does the SOS prefer single-page or multi-page TIFF files?

A. At this time, the SOS Corporations application is designed to use single page TIFF files and the vendor should prepare the bid based on this specification. The SOS would prefer to use multi-page TIFF files and is working with the developer of the SOS Corporations application to determine if this is feasible. A determination will be made prior to the beginning of the scanning project.

Q34. How should the vendor state the pricing?

A. The vendor should state the pricing in the manner they feel is appropriate to the project. The SOS will accept pricing based on per-image costs as well as alternative pricing schemes.

Q35. Does the vendor need to reassemble the packets?

A. The packets do not need to be reassembled using the original file folders. However after scanning the filings must be stored in a manner such that they can be retrieved by SOS employees.

Q36. Are all of the pages in the files public information?

A. Yes.

Q37. Can a list of the vendors be made public?

A. The practice for State RFP's is to not make lists of potential or interested vendors available until after the contract has been awarded.

Q38. Can the bank provide information regarding the checks used in the BER processing?

A. No information is available at this time. The SOS will continue to determine an answer for this question.

Q39. Can the SOS provide a list of transaction / filing types?

A. The following table is a list of the filing types / transactions. For purposes of definition, a filing is a statutory action that can be performed with the SOS and is

done by presenting the appropriate paperwork to the SOS. A transaction is the SOS computer database record of that paper filing. The terms are often used interchangeably since each filing generates a transaction. The first column in the table is the Entity Type. Each packet represents one entity and that entity is one, and only one, of the types below. For example, ELI LILLY has a packet and they are a For-Profit Domestic Corporation. The second column represents the types of filings (transactions) that can be performed for a given entity type. Note that these text fields are also represented by numbers within the SOS computer database. For example, a For-Profit Foreign Corporation Application for Certificate of Authority can be represented by the numbers 3,51.

Entity Type	Filing Type
For-Profit Domestic Corporation	Articles of Incorporation
For-Profit Domestic Corporation	Articles of Amendment
For-Profit Domestic Corporation	Articles of Dissolution
For-Profit Domestic Corporation	Certificate of Assumed Business Name
For-Profit Domestic Corporation	Cancellation of Assumed Business Name
For-Profit Domestic Corporation	Restatement of Articles of Incorporation
For-Profit Domestic Corporation	Application of Reinstatement
For-Profit Domestic Corporation	Articles of Merger
For-Profit Domestic Corporation	Articles of Acceptance
For-Profit Domestic Corporation	Articles of Correction
For-Profit Domestic Corporation	Articles of Revocation of Dissolution
For-Profit Domestic Corporation	Articles of Exchange
For-Profit Domestic Corporation	Business Entity Report
For-Profit Domestic Corporation	Notice of Change of Registered Office or Registered
For-Profit Domestic Corporation	Statement of Resignation of Registered Agent
For-Profit Domestic Corporation	Change of Officer
For-Profit Domestic Corporation	Change of Principal Address
For-Profit Domestic Corporation	Administrative Dissolution
For-Profit Domestic Corporation	Judicial Dissolution
For-Profit Domestic Corporation	Miscellaneous
For-Profit Domestic Corporation	Merged Out of Existence
Domestic Professional Corporation	Articles of Incorporation
Domestic Professional Corporation	Articles of Amendment
Domestic Professional Corporation	Articles of Dissolution
Domestic Professional Corporation	Certificate of Assumed Business Name
Domestic Professional Corporation	Cancellation of Assumed Business Name
Domestic Professional Corporation	Articles of Restatement
Domestic Professional Corporation	Articles of Reinstatement
Domestic Professional Corporation	Articles of Merger
Domestic Professional Corporation	Articles of Correction
Domestic Professional Corporation	Articles of Revocation of Dissolution
Domestic Professional Corporation	Articles of Exchange
Domestic Professional Corporation	Business Entity Report

Domestic Professional Corporation	Notice of Change of Registered Office or Registered
Domestic Professional Corporation	Statement of Resignation of Registered Agent
Domestic Professional Corporation	Change of Officer
Domestic Professional Corporation	Change of Principal Address
Domestic Professional Corporation	Administrative Dissolution
Domestic Professional Corporation	Judicial Dissolution
Domestic Professional Corporation	Miscellaneous
Domestic Professional Corporation	Merged Out of Existence
For-Profit Foreign Corporation	Application for Certificate of Authority
For-Profit Foreign Corporation	Application for Amended Certificate of Authority
For-Profit Foreign Corporation	Application for Certificate of Withdrawal
For-Profit Foreign Corporation	Certificate of Assumed Business Name
For-Profit Foreign Corporation	Cancellation of Assumed Business Name
For-Profit Foreign Corporation	Articles of Reinstatement
For-Profit Foreign Corporation	Certificate of Merger
For-Profit Foreign Corporation	Articles of Correction
For-Profit Foreign Corporation	Certificate of Exchange
For-Profit Foreign Corporation	Business Entity Report
For-Profit Foreign Corporation	Notice of Change of Registered Office or Registered
For-Profit Foreign Corporation	Statement of Resignation of Registered Agent
For-Profit Foreign Corporation	Change of Officer
For-Profit Foreign Corporation	Change of Principal Address
For-Profit Foreign Corporation	Revocation
For-Profit Foreign Corporation	Judicial Dissolution
For-Profit Foreign Corporation	Miscellaneous
For-Profit Foreign Corporation	Merged Out of Existence
Foreign Professional Corporation	Application for Certificate of Authority
Foreign Professional Corporation	Application for Amended Certificate of Authority
Foreign Professional Corporation	Application for Certificate of Withdrawal
Foreign Professional Corporation	Certificate of Assumed Business Name
Foreign Professional Corporation	Cancellation of Assumed Business Name
Foreign Professional Corporation	Articles of Reinstatement
Foreign Professional Corporation	Certificate of Merger
Foreign Professional Corporation	Articles of Correction
Foreign Professional Corporation	Certificate of Exchange
Foreign Professional Corporation	Business Entity Report
Foreign Professional Corporation	Notice of Change of Registered Office or Registered
Foreign Professional Corporation	Statement of Resignation of Registered Agent
Foreign Professional Corporation	Change of Officer
Foreign Professional Corporation	Change of Principal Address
Foreign Professional Corporation	Revocation
Foreign Professional Corporation	Judicial Dissolution
Foreign Professional Corporation	Miscellaneous
Foreign Professional Corporation	Merged Out of Existence
Non-Profit Domestic Corporation	Articles of Incorporation
Non-Profit Domestic Corporation	Articles of Amendment
Non-Profit Domestic Corporation	Articles of Dissolution

Non-Profit Domestic Corporation	Certificate of Assumed Business Name
Non-Profit Domestic Corporation	Cancellation of Assumed Business Name
Non-Profit Domestic Corporation	Articles of Restatement
Non-Profit Domestic Corporation	Articles of Reinstatement
Non-Profit Domestic Corporation	Articles of Merger
Non-Profit Domestic Corporation	Articles of Correction
Non-Profit Domestic Corporation	Articles of Revocation of Dissolution
Non-Profit Domestic Corporation	Business Entity Report
Non-Profit Domestic Corporation	Notice of Change of Registered Office or Registered
Non-Profit Domestic Corporation	Statement of Resignation of Registered Agent
Non-Profit Domestic Corporation	Change of Officer
Non-Profit Domestic Corporation	Change of Principal Address
Non-Profit Domestic Corporation	Administrative Dissolution
Non-Profit Domestic Corporation	Judicial Dissolution
Non-Profit Domestic Corporation	Miscellaneous
Non-Profit Domestic Corporation	Merged Out of Existence
Non-Profit Foreign Corporation	Application for Certificate of Authority
Non-Profit Foreign Corporation	Application for Amended Certificate of Authority
Non-Profit Foreign Corporation	Application for Certificate of Withdrawal
Non-Profit Foreign Corporation	Certificate of Assumed Business Name
Non-Profit Foreign Corporation	Cancellation of Assumed Business Name
Non-Profit Foreign Corporation	Articles of Reinstatement
Non-Profit Foreign Corporation	Certificate of Merger
Non-Profit Foreign Corporation	Articles of Correction
Non-Profit Foreign Corporation	Business Entity Report
Non-Profit Foreign Corporation	Notice of Change of Registered Office or Registered
Non-Profit Foreign Corporation	Statement of Resignation of Registered Agent
Non-Profit Foreign Corporation	Change of Officer
Non-Profit Foreign Corporation	Change of Principal Address
Non-Profit Foreign Corporation	Revocation
Non-Profit Foreign Corporation	Judicial Dissolution
Non-Profit Foreign Corporation	Miscellaneous
Non-Profit Foreign Corporation	Merged Out of Existence
Domestic Limited Liability Company	Articles of Organization
Domestic Limited Liability Company	Articles of Amendment
Domestic Limited Liability Company	Articles of Dissolution
Domestic Limited Liability Company	Certificate of Assumed Business Name
Domestic Limited Liability Company	Cancellation of Assumed Business Name
Domestic Limited Liability Company	Articles of Restatement
Domestic Limited Liability Company	Articles of Merger
Domestic Limited Liability Company	Articles of Reinstatement
Domestic Limited Liability Company	Articles of Correction
Domestic Limited Liability Company	Business Entity Report
Domestic Limited Liability Company	Notice of Change of Registered Office or Registered
Domestic Limited Liability Company	Statement of Resignation of Registered Agent
Domestic Limited Liability Company	Change of Officer
Domestic Limited Liability Company	Change of Principal Address

Domestic Limited Liability Company	Administrative Dissolution
Domestic Limited Liability Company	Judicial Dissolution
Domestic Limited Liability Company	Miscellaneous
Domestic Limited Liability Company	Merged Out of Existence
Foreign Limited Liability Company	Application for Certificate of Authority
Foreign Limited Liability Company	Application for Amended Certificate of Authority
Foreign Limited Liability Company	Application for Certificate of Withdrawal
Foreign Limited Liability Company	Certificate of Assumed Business Name
Foreign Limited Liability Company	Cancellation of Assumed Business Name
Foreign Limited Liability Company	Articles of Reinstatement
Foreign Limited Liability Company	Certificate of Merger
Foreign Limited Liability Company	Articles of Correction
Foreign Limited Liability Company	Business Entity Report
Foreign Limited Liability Company	Notice of Change of Registered Office or Registered
Foreign Limited Liability Company	Statement of Resignation of Registered Agent
Foreign Limited Liability Company	Change of Principal Address
Foreign Limited Liability Company	Revocation
Foreign Limited Liability Company	Judicial Dissolution
Foreign Limited Liability Company	Miscellaneous
Foreign Limited Liability Company	Merged Out of Existence
Domestic Limited Partnership (LP)	Certificate of Limited Partnership
Domestic Limited Partnership (LP)	Certificate of Amendment of Limited Partnership
Domestic Limited Partnership (LP)	Certificate of Cancellation
Domestic Limited Partnership (LP)	Certificate of Assumed Business Name
Domestic Limited Partnership (LP)	Cancellation of Assumed Business Name
Domestic Limited Partnership (LP)	Restated Certificate of Limited Partnership
Domestic Limited Partnership (LP)	Certificate of Merger
Domestic Limited Partnership (LP)	Notice of Change of Registered Office or Registered
Domestic Limited Partnership (LP)	Statement of Resignation of Registered Agent
Domestic Limited Partnership (LP)	Change of Principal Address
Domestic Limited Partnership (LP)	Judicial Dissolution
Domestic Limited Partnership (LP)	Miscellaneous
Domestic Limited Partnership (LP)	Merged Out of Existence
Foreign Limited Partnership (LP)	Application for Registration
Foreign Limited Partnership (LP)	Certificate of Amendment of Registration
Foreign Limited Partnership (LP)	Certificate of Cancellation
Foreign Limited Partnership (LP)	Certificate of Assumed Business Name
Foreign Limited Partnership (LP)	Cancellation of Assumed Business Name
Foreign Limited Partnership (LP)	Restated Certificate of Partnership
Foreign Limited Partnership (LP)	Certificate of Merger
Foreign Limited Partnership (LP)	Notice of Change of Registered Office or Registered
Foreign Limited Partnership (LP)	Statement of Resignation of Registered Agent
Foreign Limited Partnership (LP)	Change of Principal Address
Foreign Limited Partnership (LP)	Judicial Dissolution
Foreign Limited Partnership (LP)	Miscellaneous
Foreign Limited Partnership (LP)	Merged Out of Existence
Domestic Limited Liability Partnership	Registration of Limited Liability Partnership

Domestic Limited Liability Partnership	Certificate of Amendment of Registration
Domestic Limited Liability Partnership	Withdrawal Notice
Domestic Limited Liability Partnership	Certificate of Assumed Business Name
Domestic Limited Liability Partnership	Cancellation of Assumed Business Name
Domestic Limited Liability Partnership	Certificate of Merger
Domestic Limited Liability Partnership	Notice of Change of Registered Office or Registered
Domestic Limited Liability Partnership	Statement of Resignation of Registered Agent
Domestic Limited Liability Partnership	Change of Principal Address
Domestic Limited Liability Partnership	Judicial Dissolution
Domestic Limited Liability Partnership	Miscellaneous
Domestic Limited Liability Partnership	Merged Out of Existence
Foreign Limited Liability Partnership	Registration of Limited Liability Partnership
Foreign Limited Liability Partnership	Certificate of Amendment of Registration
Foreign Limited Liability Partnership	Application for Certificate of Withdrawal
Foreign Limited Liability Partnership	Certificate of Assumed Business Name
Foreign Limited Liability Partnership	Cancellation of Assumed Business Name
Foreign Limited Liability Partnership	Certificate of Merger
Foreign Limited Liability Partnership	Notice of Change of Registered Office or Registered
Foreign Limited Liability Partnership	Statement of Resignation of Registered Agent
Foreign Limited Liability Partnership	Change of Principal Address
Foreign Limited Liability Partnership	Judicial Dissolution
Foreign Limited Liability Partnership	Miscellaneous
Foreign Limited Liability Partnership	Merged Out of Existence
Non-Qualified Foreign Corporation	NonQualified Certificate of Merger
Non-Qualified Foreign Corporation	NonQualified Notice of Merger
Non-Qualified Foreign Corporation	NonQualified Merged Out of Existence
Domestic Agricultural Coop	Articles of Incorporation
Domestic Agricultural Coop	Articles of Amendment
Domestic Agricultural Coop	Articles of Dissolution
Domestic Agricultural Coop	Certificate of Assumed Business Name
Domestic Agricultural Coop	Cancellation of Assumed Business Name
Domestic Agricultural Coop	Articles of Restatement
Domestic Agricultural Coop	Articles of Merger
Domestic Agricultural Coop	Articles of Reinstatement
Domestic Agricultural Coop	Articles of Correction
Domestic Agricultural Coop	Articles of Revocation of Dissolution
Domestic Agricultural Coop	Business Entity Report
Domestic Agricultural Coop	Notice of Change of Registered Office or Registered
Domestic Agricultural Coop	Statement of Resignation of Registered Agent
Domestic Agricultural Coop	Change of Officer
Domestic Agricultural Coop	Change of Principal Address
Domestic Agricultural Coop	Administrative Dissolution
Domestic Agricultural Coop	Judicial Dissolution
Domestic Agricultural Coop	Miscellaneous
Domestic Agricultural Coop	Articles of Special Transactions
Domestic Agricultural Coop	Articles of Consolidation
Domestic Agricultural Coop	Merged Out of Existence

Foreign Agricultural Coop	Application for Admission
Foreign Agricultural Coop	Application for Amended Certificate of Admission
Foreign Agricultural Coop	Application for Certificate of Withdrawal
Foreign Agricultural Coop	Certificate of Assumed Business Name
Foreign Agricultural Coop	Cancellation of Assumed Business Name
Foreign Agricultural Coop	Articles of Reinstatement
Foreign Agricultural Coop	Certificate of Merger
Foreign Agricultural Coop	Articles of Correction
Foreign Agricultural Coop	Business Entity Report
Foreign Agricultural Coop	Notice of Change of Registered Office or Registered
Foreign Agricultural Coop	Statement of Resignation of Registered Agent
Foreign Agricultural Coop	Change of Officer
Foreign Agricultural Coop	Change of Principal Address
Foreign Agricultural Coop	Revocation
Foreign Agricultural Coop	Judicial Dissolution
Foreign Agricultural Coop	Miscellaneous
Foreign Agricultural Coop	Articles of Special Transactions
Foreign Agricultural Coop	Merged Out of Existence
Domestic Business Trust	Trust Agreement
Domestic Business Trust	Amendment to Trust Instrument
Domestic Business Trust	Surrender of Authority to Transact Business
Domestic Business Trust	Certificate of Assumed Business Name
Domestic Business Trust	Cancellation of Assumed Business Name
Domestic Business Trust	Articles of Reinstatement
Domestic Business Trust	Business Entity Report
Domestic Business Trust	Notice of Change of Registered Office or Registered
Domestic Business Trust	Statement of Resignation of Registered Agent
Domestic Business Trust	Change of Principal Address
Domestic Business Trust	Administrative Dissolution
Domestic Business Trust	Judicial Dissolution
Domestic Business Trust	Miscellaneous
Domestic Business Trust	Articles of Merger
Domestic Business Trust	Merged Out of Existence
Foreign Business Trust	Trust Agreement
Foreign Business Trust	Amendment to Trust Instrument
Foreign Business Trust	Surrender of Authority to Transact Business
Foreign Business Trust	Certificate of Assumed Business Name
Foreign Business Trust	Cancellation of Assumed Business Name
Foreign Business Trust	Articles of Reinstatement
Foreign Business Trust	Business Entity Report
Foreign Business Trust	Notice of Change of Registered Office or Registered
Foreign Business Trust	Statement of Resignation of Registered Agent
Foreign Business Trust	Change of Principal Address
Foreign Business Trust	Revocation
Foreign Business Trust	Judicial Dissolution
Foreign Business Trust	Miscellaneous
Foreign Business Trust	Certificate of Merger

Foreign Business Trust	Merged Out of Existence
Domestic Financial Institutes	Articles of Incorporation
Domestic Financial Institutes	Articles of Amendment
Domestic Financial Institutes	Articles of Dissolution
Domestic Financial Institutes	Certificate of Assumed Business Name
Domestic Financial Institutes	Cancellation of Assumed Business Name
Domestic Financial Institutes	Articles of Restatement
Domestic Financial Institutes	Articles of Merger
Domestic Financial Institutes	Articles of Exchange
Domestic Financial Institutes	Notice of Change of Registered Office or Registered
Domestic Financial Institutes	Statement of Resignation of Registered Agent
Domestic Financial Institutes	Change of Officer
Domestic Financial Institutes	Change of Principal Address
Domestic Financial Institutes	Judicial Dissolution
Domestic Financial Institutes	Miscellaneous
Domestic Financial Institutes	Merged Out of Existence
Foreign Financial Institutes	Application for Admission
Foreign Financial Institutes	Application for Amended Certificate of Admission
Foreign Financial Institutes	Application for Certificate of Withdrawal
Foreign Financial Institutes	Certificate of Assumed Business Name
Foreign Financial Institutes	Cancellation of Assumed Business Name
Foreign Financial Institutes	Certificate of Merger
Foreign Financial Institutes	Certificate of Exchange
Foreign Financial Institutes	Notice of Change of Registered Office or Registered
Foreign Financial Institutes	Statement of Resignation of Registered Agent
Foreign Financial Institutes	Change of Officer
Foreign Financial Institutes	Change of Principal Address
Foreign Financial Institutes	Judicial Dissolution
Foreign Financial Institutes	Miscellaneous
Foreign Financial Institutes	Merged Out of Existence
Domestic Insurance Corporation	Articles of Incorporation
Domestic Insurance Corporation	Articles of Amendment
Domestic Insurance Corporation	Articles of Dissolution
Domestic Insurance Corporation	Certificate of Assumed Business Name
Domestic Insurance Corporation	Cancellation of Assumed Business Name
Domestic Insurance Corporation	Articles of Restatement
Domestic Insurance Corporation	Articles of Merger
Domestic Insurance Corporation	Articles of Exchange
Domestic Insurance Corporation	Notice of Change of Registered Office or Registered
Domestic Insurance Corporation	Statement of Resignation of Registered Agent
Domestic Insurance Corporation	Change of Officer
Domestic Insurance Corporation	Change of Principal Address
Domestic Insurance Corporation	Judicial Dissolution
Domestic Insurance Corporation	Miscellaneous
Domestic Insurance Corporation	Articles of Reorganization
Domestic Insurance Corporation	Articles of Consolidation
Domestic Insurance Corporation	Merged Out of Existence

Foreign Insurance Corporation	Application for Certificate of Authority
Foreign Insurance Corporation	Application for Amended Certificate of Authority
Foreign Insurance Corporation	Application for Certificate of Withdrawal
Foreign Insurance Corporation	Certificate of Assumed Business Name
Foreign Insurance Corporation	Cancellation of Assumed Business Name
Foreign Insurance Corporation	Certificate of Merger
Foreign Insurance Corporation	Certificate of Exchange
Foreign Insurance Corporation	Notice of Change of Registered Office or Registered
Foreign Insurance Corporation	Statement of Resignation of Registered Agent
Foreign Insurance Corporation	Change of Officer
Foreign Insurance Corporation	Change of Principal Address
Foreign Insurance Corporation	Judicial Dissolution
Foreign Insurance Corporation	Miscellaneous
Foreign Insurance Corporation	Articles of Domestication
Foreign Insurance Corporation	Merged Out of Existence
Miscellaneous	Initial Filing
Miscellaneous	Amendment of Document
Miscellaneous	Withdrawal / Dissolution
Miscellaneous	Certificate of Assumed Business Name
Miscellaneous	Cancellation of Assumed Business Name
Miscellaneous	Articles of Correction
Miscellaneous	Notice of Change of Registered Office or Registered
Miscellaneous	Statement of Resignation of Registered Agent
Miscellaneous	Change of Officer
Miscellaneous	Change of Principal Address
Miscellaneous	Administrative Dissolution
Miscellaneous	Judicial Dissolution
Miscellaneous	Miscellaneous
Miscellaneous	Articles of Merger
Miscellaneous	Merged Out of Existence
Domestic Corporation Reserved Name	Name Reservation
Domestic Corporation Reserved Name	Name Renewal
Domestic Corporation Reserved Name	Name Transfer
Domestic Corporation Reserved Name	Name Cancelled
Limited Partnership Reserved Name	Name Reservation
Limited Partnership Reserved Name	Name Renewal
Limited Partnership Reserved Name	Name Transfer
Limited Partnership Reserved Name	Name Cancelled
Limited Liability Company Reserved	Name Reservation
Limited Liability Company Reserved	Name Renewal
Limited Liability Company Reserved	Name Transfer
Limited Liability Company Reserved	Name Cancelled
Limited Liability Partnership Reserved	Name Reservation
Limited Liability Partnership Reserved	Name Renewal
Limited Liability Partnership Reserved	Name Transfer
Limited Liability Partnership Reserved	Name Cancelled
Foreign Registered Name	Name Registration

Foreign Registered Name	Name Renewal
Foreign Registered Name	Name Cancelled
For-Profit Domestic Corporation	Amended and Restated Articles
Domestic Professional Corporation	Amended and Restated Articles
Non-Profit Domestic Corporation	Amended and Restated Articles
Domestic Limited Liability Company	Amended and Restated Articles of Organization
Domestic Limited Partnership (LP)	Amended and Restated Articles
Foreign Limited Partnership (LP)	Certificate Amended and Restated Articles of Limited
Domestic Agricultural Coop	Amended and Restated Articles
Domestic Financial Institutes	Amended and Restated Articles
Domestic Insurance Corporation	Amended and Restated Articles
For-Profit Foreign Corporation	Notice of Merger
Foreign Professional Corporation	Notice of Merger
Non-Profit Foreign Corporation	Notice of Merger
Foreign Limited Liability Company	Notice of Merger
Foreign Limited Partnership (LP)	Notice of Merger
Foreign Limited Liability Partnership	Notice of Merger
Foreign Agricultural Coop	Notice of Merger
Foreign Business Trust	Notice of Merger
Foreign Financial Institutes	Notice of Merger
Foreign Insurance Corporation	Notice of Merger
Non-Profit Domestic Corporation	Articles of Acceptance

Q40. Can the SOS provide a screen-shot of the Business Entity Report (BER) Windows folders where the documents that have already been scanned are stored?

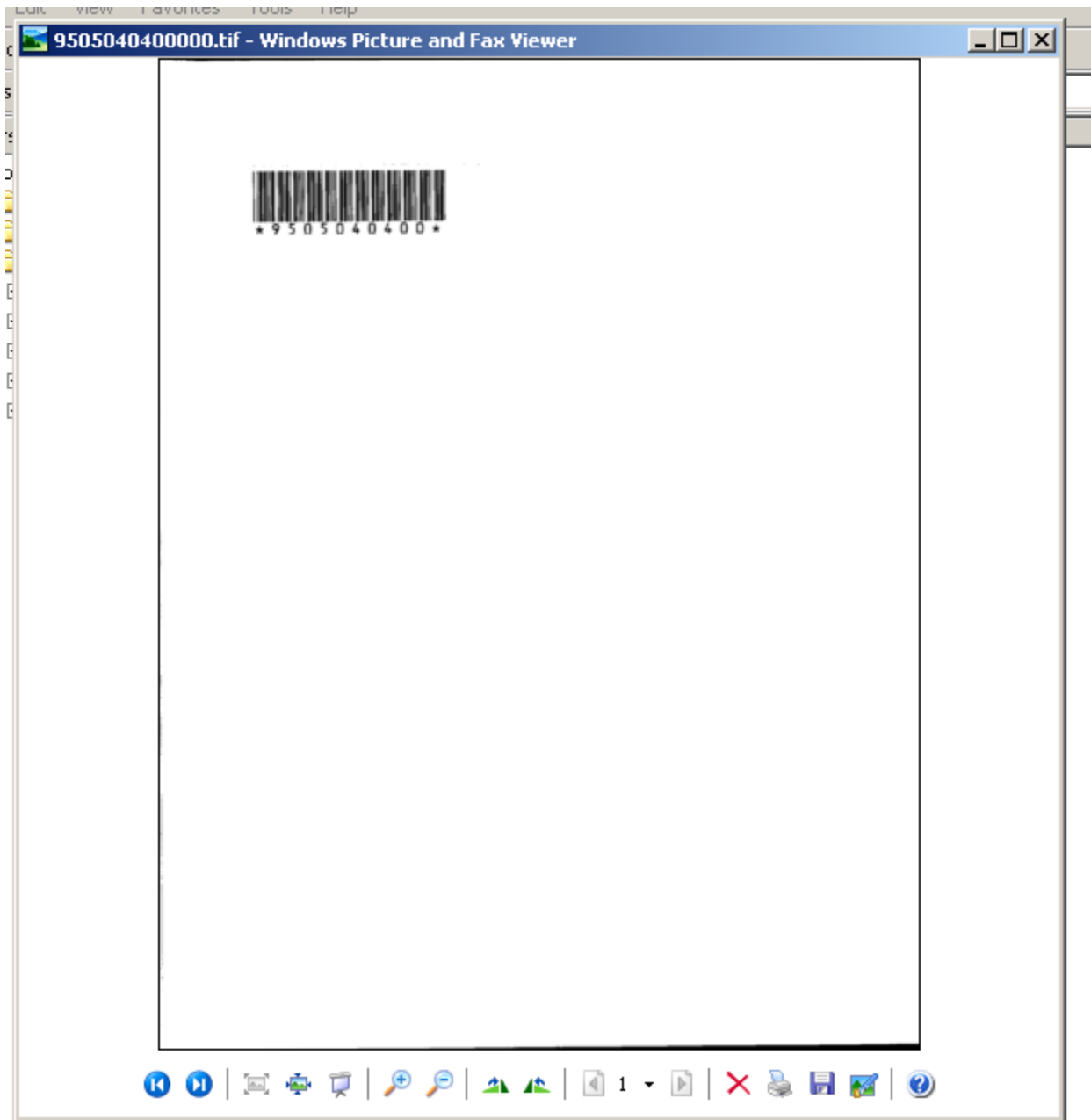
A. The image below shows the Windows folders. A BER is located in the paper files using a number called the "Locator Number". This is a unique identifier stored in the SOS computer database for the BER and is a fourteen digit number with the format YEAR(2)-MONTH(2)-DAY(2)-BATCH(4)-SEQUENCE(4). The Windows folder naming scheme utilizes the first eleven digits of this locator number. So a document with a locator of 9505040400012 is found in folders 1995/9505/04/0400. Note that the full four-digit year is also added as the top folder. This full year is not directly a part of the locator number. What is not found in the folder name is the sequence number of the document. This can only be found by actually viewing the document. One goal of this project is to read create an image index for these documents by viewing the individual documents, read the sequence number and key that number. This four-digit sequence number will be added to the first 10 digits to create the full locator number. This locator number can then be used to look up the unique locator number on the SOS computer database, which will also return the transaction number which can be used to create the appropriate record in the Image-table. Note that the first 10 digits of the locator can be retrieved using the Windows folders information and is also available on a bar code as the first image in the lowest Windows folder in this structure. A screen-shot of such a bar code is available below.

File Edit View Favorites Tools Help

Back Search Folders

Address Z:\1995\9505\04\0400

Folders	Name	Size	Type	Date Modified
ber images on 'sosnas1' (Z:)	9505040400000.tif	4 KB	TIF Image	7/24/2003 10:59 AM
1993	9505040400001.tif	2 KB	TIF Image	7/24/2003 10:59 AM
1994	9505040400002.tif	51 KB	TIF Image	7/24/2003 10:59 AM
1995	9505040400003.tif	23 KB	TIF Image	7/24/2003 10:59 AM
9501	9505040400004.tif	53 KB	TIF Image	7/24/2003 10:59 AM
9502	9505040400005.tif	22 KB	TIF Image	7/24/2003 10:59 AM
9503	9505040400006.tif	57 KB	TIF Image	7/24/2003 10:59 AM
9504	9505040400007.tif	23 KB	TIF Image	7/24/2003 10:59 AM
9505	9505040400008.tif	51 KB	TIF Image	7/24/2003 10:59 AM
03	9505040400009.tif	22 KB	TIF Image	7/24/2003 10:59 AM
04	9505040400010.tif	35 KB	TIF Image	7/24/2003 10:59 AM
0400	9505040400011.tif	19 KB	TIF Image	7/24/2003 10:59 AM
0401	9505040400012.tif	62 KB	TIF Image	7/24/2003 10:59 AM
0402	9505040400013.tif	22 KB	TIF Image	7/24/2003 10:59 AM
0403	9505040400014.tif	64 KB	TIF Image	7/24/2003 10:59 AM
0700	9505040400015.tif	26 KB	TIF Image	7/24/2003 10:59 AM
05	9505040400016.tif	61 KB	TIF Image	7/24/2003 10:59 AM
08	9505040400017.tif	27 KB	TIF Image	7/24/2003 10:59 AM
09	9505040400018.tif	36 KB	TIF Image	7/24/2003 10:59 AM
10	9505040400019.tif	25 KB	TIF Image	7/24/2003 10:59 AM
11	9505040400020.tif	57 KB	TIF Image	7/24/2003 10:59 AM
12	9505040400021.tif	2 KB	TIF Image	7/24/2003 10:59 AM
15	9505040400022.tif	54 KB	TIF Image	7/24/2003 10:59 AM
16	9505040400023.tif	2 KB	TIF Image	7/24/2003 10:59 AM
17	9505040400024.tif	54 KB	TIF Image	7/24/2003 10:59 AM
18	9505040400025.tif	22 KB	TIF Image	7/24/2003 10:59 AM
19	9505040400026.tif	58 KB	TIF Image	7/24/2003 10:59 AM



Q41. What resolution should be used for scanning the documents?

A. Single bit, 200dpi.